

Document Holders List

Design Services for the King County International Airport
Runway 13L - 31R Overlay

E93066E

3/24/00

| | PLANHOLDER | ADDRESS | TELEPHONE/FAX |
|---|-------------------------------------------------|----------------------------------------------------|------------------------------------------|
| 1 | Fredrick R. Harris, Inc. Walt Richey | 1100 Olive Wy Ste. 325 Seattle, WA 98101 | Ph: (206) 652-5244 Fx: (206) 652-5291 |
| 2 | Brian W. Rapalee Brian W. Rapalee | 6215 26th Ave. NE Seattle, WA 98115 | Ph: (206) 524-9764 Fx: |
| 3 | W & H Pacific, Inc. Janet Prichard | 3350 Monte Villa Prkwy Bothell, WA 98021 | Ph: (425) 951-4800 Fx: (425) 951-4808 |
| 4 | Elcon Associates, Inc. Roger C. Young | 15215 52nd Ave. S. Seattle, WA 98188 | Ph: (206) 243-5022 Fx: (206) 243-5205 |
| 5 | Reid Middleton Melanie Iazeolla | 728 134th St. SW Ste. 200 Everett, WA 98204 | Ph: (425) 741-3800 Fx: (425) 741-3900 |
| 6 | Saiyed Engineering Group, Inc. Johnny Saiyed | 19102 N. Creek Prkwy Ste. 104 Bothell, WA 98011 | Ph: (425) 481-1649 Fx: (425) 481-8468 |
| 7 | Dames & Moore Theresa Michel-Choi | 2025 Market PL.Tower Ste. 500 Seattle, WA 98121 | Ph: (206) 728-0744 Fx: (206) 727-3350 |

Document Holder List

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KING COUNTY DEPARTMENT OF FINANCE
SEATTLE, WASHINGTON

DESIGN SERVICES FOR THE KING COUNTY INTERNATIONAL AIRPORT
RUNWAY 13L-13R OVERLAY
RFP No. E93066E

ADDENDUM NO. 1

Prospective Proposers are hereby notified that the Request for Proposal ("RFP") has been amended as hereinafter set forth:

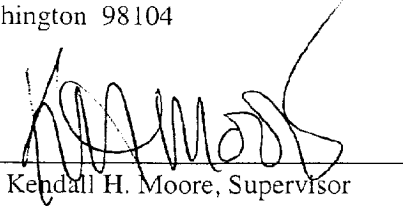
| Ref. | Page or Drawing | Location and Description of Change |
|------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.01 | Divider | Attachment 3. DELETE the divider and REPLACE with the attached divider. |
| 1.02 | Attachment 3 | Consultant's Compliance Statement. ADD the new form to Attachment 3, to be completed and submitted by all Proposers with Submittals. |
| 1.03 | Attachment 3 | Certification re: Restrictions of the Use of Federal Funds for Lobbying and LLL form. ADD the new forms to Attachment 3, to be completed and submitted, as appropriate, by all Proposers with Submittals. |
| 1.04 | Attachment 3 | Standard Form 100 (EEO-1). ADD the instructions and sample form to Attachment 3, to be completed and submitted, if applicable, by the selected Consultant within 30 days of notice of selection and no later than execution of the Agreement by the selected Consultant. |
| 1.05 | Attachment 3 | DBE Procurement form. ADD the new form to Attachment 3, to be completed and submitted by the Consultant with each request for payment. |

This Addendum shall be attached to and form a part of the RFP document.

Date: March 24, 2000

King County Department of Finance
Procurement and Contract Services Division
Professional and Construction Services Section
821 Second Avenue, M/S EXC-FI-1250
Seattle, Washington 98104

Issued by:

A handwritten signature in black ink, appearing to read "Kendall H. Moore", is written over a horizontal line.

Kendall H. Moore, Supervisor
Professional and Construction Services Section

Attachments

**CONSULTANT'S COMPLIANCE STATEMENT
(EXECUTIVE ORDER NO. 11246)**

This statement relates to a proposed contract with King County for Design Services for the King County International Airport Runway 13L-13R Overlay, RFP No. P93066P, who expects to finance the contract with assistance from the Department of Transportation.

I am the undersigned proposer or prospective consultant. I represent that:

I have _____ I have not _____ participated in a previous contract or subcontract subject to Executive Order 11246 of September 24, 1965 (regarding equal employment opportunity) or a preceding similar Executive Order. I agree to comply with all the provisions of this Executive Order and the rules, Regulations, and relevant orders of the Secretary of Labor. (60-1.4(b) (4)).

Name of Proposer/Consultant

Authorized Signature

Date

Name and Title of Signer

**Certification Regarding The Restrictions
of The use of Federal Funds for Lobbying**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief. that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any federal agency, a member of Congress. An officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract. the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress., any officer or employee of Congress. or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.

This, certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Consultant/Proposer

Date

Authorized Signature

Name and Title

RFP No. E93066E

Certification Regarding The Restrictions
of The use of Federal Funds for Lobbying
page 1 of 1

KCSlip4 36605

SEA403150

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Type of Federal Action: <input type="checkbox"/> a. CONTRACT <input type="checkbox"/> b. GRANT <input type="checkbox"/> c. COOPERATIVE AGREEMENT <input type="checkbox"/> d. LOAN <input type="checkbox"/> e. LOAN GUARANTEE <input type="checkbox"/> f. LOAN INSURANCE | 2. Status of Federal Action: <input type="checkbox"/> a. BID/OFFER/APPLICATION <input type="checkbox"/> b. INITIAL AWARD <input type="checkbox"/> c. POST-AWARD | 3. Report Type <input type="checkbox"/> a. INITIAL FILING <input type="checkbox"/> b. MATERIAL CHANGE FOR MATERIAL CHANGE ONLY: YEAR _____ QUARTER _____ DATE OF LAST REPORT _____ |
| 4. Name and Address of Reporting Entity: <input type="checkbox"/> PRIME <input type="checkbox"/> SUBAWARDEE TIER _____, IF KNOWN: | | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of |
| 6. Federal Department/Agency | | 7. Federal Program Name/Description: CFDA Number, if applicable: _____ |
| 8. Federal Action Number if known: | 9. Award Amount if known: \$ _____ | |
| 10a. Name and Address of Lobbying Entity <i>(If individual, last name, first name, MI)</i> | b. Individual Performing Services (including address if different from No. 10A) (last name, first name, MI) | |
| <i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i> | | |
| 11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned | 13. Type of Payment (check all that apply): <input type="checkbox"/> a. RETAINER <input type="checkbox"/> b. ONE-TIME FEE <input type="checkbox"/> c. COMMISSION <input type="checkbox"/> d. CONTINGENT FEE <input type="checkbox"/> e. DEFERRED <input type="checkbox"/> f. OTHER; SPECIFY: _____ | |
| 12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____ | 14. Brief Description of Services performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: <i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i> | |
| 15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | | Signature: _____ Printed Name: _____ Title: _____ Telephone No.: _____ Date: _____ |
| For Use Only: | | AUTHORIZED FOR LOCAL REPRODUCTION Standard Form - LLL |

INSTRUCTIONS

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 9a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. In other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction
Standard Form - LLL-A

KCSlip4 36608

SEA403153

JOINT REPORTING COMMITTEE

Equal Employment Opportunity Commission
Office of Federal Contract Compliance Programs

O.M.B. No. 30460007
Approval Expires 10/31/1999



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

WASHINGTON, D.C. 20507

EQUAL EMPLOYMENT OPPORTUNITY

STANDARD FORM 100, REV. 397, EMPLOYER INFORMATION REPORT EEO1

100118

INSTRUCTION BOOKLET

The Employer Information EEO1 survey is conducted annually under the authority of Public Law 88352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. All employers with 15 or more employees are covered by Public Law 88352 and are required to keep employment records as specified by Commission regulations. Based on the number of employees and federal contract activities, certain large employers are required to file an EEO1 report on an annual basis.

See the Appendix for the applicable provisions of the law, Section 709(c) of Title VII, and the applicable regulations, Sections 1602.7 1602.14, Subpart B, Chapter XIV, Title 29 of the Code of Federal Regulations. State and local governments, school systems and educational institutions are covered by other employment surveys and are excluded from Standard Form 100, Employer Information Report EEO1.

In the interests of consistency, uniformity and economy, Standard Form 100 has been jointly developed by the Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Programs of the U.S. Department of Labor, as a single form which meets the statistical needs of both programs. In addition, this form should be a valuable tool for companies to use in evaluating their own internal programs for insuring equal employment opportunity.

As stated above, the filing of Standard Form 100 is required by law; *it is not voluntary*. Under section 709(c) of Title VII, the Equal Employment Opportunity Commission may compel an employer to file this form by obtaining an order from the United States District Court.

Under Section 209(a) of Executive Order 11246 the penalties for failure by a Federal contractor or subcontractor to comply may include termination of the Federal government contract and debarment from future Federal contracts.

1. WHOMUST FILE

Standard Form 100 must be filed by—

(A) All private employers who are: (1) subject to Title VII of the Civil Rights Act of 1964 (as amended by the Equal

Employment Opportunity Act of 1972) with 100 or more employees EXCLUDING State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax exempt private membership clubs other than labor organizations; OR (2) subject to Title VII who have fewer than 100 employees if the company is owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

(B) All federal contractors (private employers), who: (1) are not exempt as provided for by 41 CFR 601.5, (2) have 50 or more employees, and (a) are prime contractors or first tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or (b) serve as a depository of Government funds in any amount, or (c) is a financial institution which is issuing and paying agent for U.S. Savings Bonds and Notes.

Only those establishments located in the District of Columbia and the 50 states are required to submit Standard Form 100. No report should be filed for establishments in Puerto Rico, the Virgin Islands or other American Protectorates.

2. HOW TO FILE

The Standard Form 100 is a four part snap out form. File the original and first copy with the Joint Reporting Committee. The remaining two copies may be retained for employer records.

All single establishment employers, i.e., employers doing business at only one establishment in one location, must complete a single Standard Form 100.

All multi establishment employers, i.e., employers doing business at more than one establishment, must file: (1) a report covering the principal or headquarters office; (2) a separate report for each establishment employing 50 or more persons; (3) a consolidated report that **MUST** include ALL employees by race, sex and job category in establishments with 50 or more

employees as well as establishments with fewer than 50 employees; and (4) a list, showing the name, address, total employment and major activity for each establishment employing fewer than 50 persons, must accompany the consolidated report.

The total number of employees indicated on the headquarters report, PLUS the establishment reports, PLUS the list of establishments with fewer than 50 employees, MUST equal the total number of employees shown on the consolidated report.

All forms for a multi-establishment company must be collected by the headquarters office for its establishments or by the parent corporation for its subsidiary holdings and submitted in one package.

For the purposes of this report, the term **parent corporation** refers to any corporation which owns all or the majority stock of another corporation so that the latter stands in the relation to it of a subsidiary.

3. WHEN TO FILE

This annual report must be filed with the Joint Reporting Committee not later than September 30.

Employment figures from any pay period in July through September may be used. Those employers with previous written approval to report year-end figures may continue to do so.

4. WHERE TO FILE

The completed reports should be forwarded in one package to the address indicated in the survey mailout memorandum.

5. REQUESTS FOR INFORMATION AND SPECIAL PROCEDURES

An employer who claims that preparation or the filing of Standard Form 100 would create undue hardship may apply to the Commission for a special reporting procedure. In such cases, the employer must submit in writing an alternative proposal for compiling and reporting information to: The EEO1 Coordinator, EEOC Survey Division, 1801 L Street, N.W., Washington, D.C. 20507.

Only those special procedures approved in writing by the Commission are authorized. Such authorizations remain in effect until notification of cancellation is given. All requests for information should be sent to the address above.

Computer printouts or tapes may be substituted for all types of EEO1 reports (headquarters, individual establishments, special reports) EXCEPT the Consolidated Report. The Consolidated Report MUST be prepared on the actual EEO1 form. EEOC has designed formats which employers MUST use for computerized reports. A copy of the formats may be obtained by calling the telephone number or writing to the address in the survey mailout memorandum.

6. CONFIDENTIALITY

All reports and information from individual reports will be kept confidential, as required by Section 709 (e) of Title VII. Only data aggregating information by industry or area, in such

away as not to reveal any particular employer's statistics, will be made public. The prohibition against disclosure mandated by Section 709 (e) does not apply to the Office of Federal Contract Compliance Programs and contracting agencies of the Federal Government which require submission of SF 100 pursuant to Executive Order 11246. Reports from prime contractors and subcontractors doing business with the Federal Government may not be confidential under Executive Order 11246.

7. ESTIMATE OF BURDEN

Public reporting burden for this collection of information is estimated to average three and seven tenths (3.7) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. A response is defined as one survey form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

The EEOC Clearance Officer
Office of Financial and Resource Management—
Room 2928
1801 L Street, N.W.
Washington, D.C. 20507

AND

Paperwork Reduction Project (30460007)
Office of Management and Budget
Washington, D.C. 20503

The full text of the new OMB Regulations may be found at 5 CFR Part 1320, or Federal Register, Vol. 60, No. 167; Tuesday, August 29, 1995, page 44978.

PLEASE DO NOT SEND YOUR COMPLETED REPORT TO EITHER OF THESE ADDRESSES.

HOW TO PREPARE STANDARD FORM 100

*Definitions of Terms and Categories
are Located in the Appendix*

SECTION A—TYPE OF REPORT

Item 1—Check one box indicating type of report.

Item 2—If you are a multi-establishment employer, enter the total number of EEO1 reports being submitted on your Consolidated Report.

SECTION B—COMPANY IDENTIFICATION

Item 1—Parent Company. Please provide company name and address of the headquarters office of the multi-establishment company which owns the establishment in Item 2.

Item 2—Establishment For which This Report Is Filed.

Please provide the name, address and employer identification number of each company establishment where 50 or more persons are employed, if different from the label.

SECTION C—EMPLOYERS WHO ARE REQUIRED TO FILE

Questions 1 thru 3 MUST be answered by all employers. If the answer to Question C3 is "Yes", please enter the company's Dun and Bradstreet identification number if the company has one. If the answer is "Yes" to question 1, 2, or 3, complete the entire form. Otherwise skip to Section G.

SECTION D—EMPLOYMENT DATA

Employment data must include ALL fulltime and parttime employees who were employed during the selected payroll period, except those employees specifically excluded as indicated in the Appendix. Employees must be counted by sex and race/ethnic category for each of the nine occupational categories.

Establishments located in Hawaii will report only total employment in columns A, B, and G. All male employees should be reported in column B regardless of race/ethnic designation; and all female employees should be reported in column G regardless of race/ethnic designation.

1. Race/Sex Data—See Appendix for detailed explanation of job categories and race/ethnic identification.

Every employee must be accounted for in one and ONLY one of the categories in Columns B thru K.

2. Occupational Data—Employment data must be reported by job category. Report each employee in only one job category. In order to simplify and standardize the method of reporting, all jobs are considered as belonging in one of the broad occupations shown in the table. To assist you in determining where to place your jobs within the occupational categories, a description of job categories is in the Appendix. For further clarification, you may wish to consult the Alphabetical and Classified Indices of Industries and Occupations (1980 Census) published by the U.S. Department of Commerce, Census Bureau.

SECTION E—ESTABLISHMENT INFORMATION

The major activity should be sufficiently descriptive to identify the industry and product produced or service provided. If an establishment is engaged in more than one activity, describe the activity at which the greatest number of employees work.

The description of the major activity indicated on the Headquarters' Report (Type 3) must reflect the dominant economic activity of the company in which the greatest number of employees are engaged.

SECTION F—REMARKS

Include in this section any remarks, explanations, or other pertinent information regarding this report.

SECTION G—CERTIFICATION

If all reports have been completed at headquarters, the authorized official should check Item 1 and sign the consolidated report only.

If the reports have been completed by the individual establishments, the authorized official should check Item 2 and sign the establishment report.

APPENDIX

1. DEFINITIONS APPLICABLE TO ALL EMPLOYERS

a. "Commission" refers to the Equal Employment Opportunity Commission.

b. "OFCCP" refers to the Office of Federal Contract Compliance Programs, U.S. Department of Labor, established to implement Executive Order 11246, as amended.

c. "Joint Reporting Committee" is the committee representing the Commission and OFCCP for the purpose of administering this report system.

d. "Employer" under Section 701(b), Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, means a person engaged in an industry affecting commerce who has fifteen or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year, and any agent of such a person, but such term does not include the United States, a corporation wholly owned by the Government of the United States, an Indian tribe, or any department or agency of the District of Columbia subject by statute to procedures of the competitive service (as defined in section 2102 of Title 5 of the United States Code), or a bona fide private membership club (other than a labor organization) which is exempt from taxation under Section 501(c) of the Internal Revenue Code of 1954; OR any person or entity subject to Executive Order 11246 who is a Federal Government prime contractor or subcontractor at any tier (including a bank or other establishment serving as a depository of Federal Government funds, or an issuing and paying agent of U.S. Savings Bonds and Notes, or a holder of a Federal Government bill of lading) or a federally assisted construction prime contractor or subcontractor at any tier.

e. "Employee" means any individual on the payroll of an employer who is an employee for purposes of the employer's withholding of Social Security taxes except insurance salesmen who are considered to be employees for such purposes solely because of the provisions of Section 3121(d)(3)(B) of the Internal Revenue Code. Leased employees are included in this definition. Leased Employee means a permanent employee provided by an employment agency for a fee to an outside company for which the employment agency handles all personnel tasks including payroll, staffing, benefit payments and compliance reporting. The employment agency shall, therefore, include leased employees in its FEO report. The term "employee" SHALL NOT include persons who are hired on a casual basis for a specified time, or for the duration

of a specified job, and work on remote or scattered sites or locations where it is not practical or feasible for the employer to make a visual survey of the work force within the report period (for example, persons at a construction site whose employment relationship is expected to terminate with the end of the employee's work at the site); persons temporarily employed in any industry other than construction, such as office workers, mariners, stevedores, lumberyard workers, etc., who are obtained through a hiring hall or other referral arrangement, through an employee contractor or agent, or by some individual hiring arrangement, or persons (EXCEPT leased employees) on the payroll of an employment agency who are referred by such agency for work to be performed on the premises of another employer under that employer's direction and control.

It is the opinion of the General Counsel of the Commission that Section 702, Title VII of the Civil Rights Act of 1964, as amended, does not authorize a complete exemption of religious organizations from the coverage of the Act or of the reporting requirements of the Commission. The exemption for religious organizations applies to discrimination on the basis of religion. Therefore, since Standard Form 100 does not provide for information as to the religion of employees, religious organizations must report all information required by this form.

f. "Commerce" means trade, traffic, commerce, transportation, transmission, or communication among these several States; or between a State and any place outside thereof; or within the District of Columbia, or a possession of the United States; or between points in the same State but through a point outside thereof.

g. "Industry Affecting Commerce" means any activity, business or industry in commerce or in which a labor dispute would hinder or obstruct commerce or the free flow of commerce and includes any activity or industry "affecting commerce" within the meaning of the Labor Management Reporting and Disclosure Act of 1959. Any employer of 15 or more persons is presumed to be in an "industry affecting commerce."

h. "Employer Identification Number" is the 9 digit number which each legal entity (corporation, partnership, or sole proprietorship) has been assigned on the basis of its application (Form SS4) to Internal Revenue Service for an identification number, and is used to identify the company on all company reports to the Social Security Administration and to the Internal Revenue Service. This number should also be used on all employer information reports and communications concerning these reports.

i. "Establishment" is an economic unit which produces goods or services, such as factory, office, store, or mine. In most instances, the establishment is at a single physical location and is engaged in one, or predominantly one, type of economic activity (definition adapted from the 1972 Standard Industrial Classification Manual).

Units at different physical locations, even though engaged in the same kind of business operation, must be reported as separate establishments. For locations involving construction, transportation, communications, electric, gas, and sanitary services, oil and gas fields, and similar types of physically dispersed industrial activities, however, it is not necessary to list separately each individual site, project, field, line, etc., unless it is treated by you as a separate legal entity with a separate EI number. For these types of activities, list as establishments only

those relatively permanent main or branch offices, terminals, stations etc., which are either: (a) directly responsible for supervising such dispersed activities, or (b) the base from which personnel and equipment operate to carry out these activities. (Where these dispersed activities cross State lines, at least one such "establishment" should be listed for each State involved.)

j. "Major Activity" means the major product or group of products produced or handled, or services rendered by the reporting unit (e.g., manufacturing airplane parts, retail sales of office furniture) in terms of the activity at which the greatest number of all employees work. The description includes the type of product manufactured or sold or the type of service provided.

2. DEFINITIONS APPLICABLE ONLY TO GOVERNMENT CONTRACTORS SUBJECT TO EXECUTIVE ORDER 11246

a. "Order" means Executive Order 11246, as amended.

b. "Contract" means any Government contract or any federally assisted construction contract.

c. "Prime Contractor" means any employer having a Government contract or any federally assisted construction contract, or any employer serving as a depository of Federal Government funds.

d. "Subcontractor" means any employer having a contract with a prime contractor or another subcontractor calling for supplies or services required for the performance of a Government contract or federally assisted construction contract.

e. "Contracting Agency" means any department, agency and establishment in the executive branch of the Government, including any wholly owned Government corporation, which enters into contracts.

f. "Administering Agency" means any department, agency and establishment in the executive branch of the Government, including any wholly owned Government corporation, which administers a program involving federally assisted construction contracts.

3. RESPONSIBILITIES OF PRIME CONTRACTORS

a. At the time of an award of a subcontract subject to these reporting requirements, the prime contractor shall inform the subcontractor of its responsibility to submit an annual information report in accordance with these instructions and, where necessary, provide the subcontractor with copies of Standard Form 100 which it shall obtain from its Contracting Officer.

b. If prime contractors are required by their Contracting Officer or subcontractors by their prime contractors, to submit notification of filing, they shall do so by ordinary correspondence. However, such notification is not required by and should not be sent to the Joint Reporting Committee.

4. RACE/ETHNIC IDENTIFICATION

You may acquire the race/ethnic information necessary for this report either by visual surveys of the work force, or from post employment records as to the identity of

employees. Eliciting information on the race/ethnic identity of an employee by direct inquiry is not encouraged.

Where records are maintained, it is recommended that they be kept separately from the employee's basic personnel file or other records available to those responsible for personnel decisions.

Since visual surveys are permitted, the fact that race/ethnic identifications are not present on employment records is not an excuse for failure to provide the data called for.

Moreover, the fact that employees may be located at different addresses does not provide an acceptable reason for failure to comply with the reporting requirements. In such cases, it is recommended that visual surveys be conducted for the employer by persons such as supervisors who are responsible for the work of the employees or to whom the employees report for instructions or otherwise.

Please note that conducting a visual survey and keeping postemployment records of the race/ethnic identity of employees is legal in all jurisdictions and under all Federal and State laws.

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this survey are:

White (Not of Hispanic origin) — All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (Not of Hispanic origin) — All persons having origins in any of the Black racial groups of Africa.

Hispanic — All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander — All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native — All persons having origins in any of the original peoples of North America, and whom maintain cultural identification through tribal affiliation or community recognition.

5. DESCRIPTION OF JOB CATEGORIES

Officials and managers . — Occupations requiring administrative and managerial personnel whose broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

Professionals . — Occupations requiring either college graduate

tion or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

Technicians . — Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of posthigh school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales . — Occupations engaging wholly or primarily indirect selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical . — Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft Workers (skilled) . — Manual workers of relatively high skill level having thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailresses, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled) . — Workers who operate machine or processing equipment or perform other factory type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving

machine operators, welders and flamecutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled).—Workers in manual occupations which generally require special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, woodchoppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service workers.—Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

6. LEGAL BASIS FOR REQUIREMENTS

SECTION 709(c), TITLE VII, CIVIL RIGHTS ACT OF 1964

(As Amended by the Equal Employment Opportunity Act of 1972)

Recordkeeping; reports

Every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports therefrom as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders thereunder. The Commission shall, by regulation, require each employer, labor organization, and joint labor management committee subject to this title which controls an apprenticeship or other training program to maintain such records as are reasonably necessary to carry out the purposes of this title, including, but not limited to, a list of applicants who wish to participate in such program, including the chronological order in which applications were received, and to furnish to the Commission upon request, a detailed description of the manner in which persons are selected to participate in the apprenticeship or other training program. Any employer, employment agency, labor organization, or joint labor management committee which believes that the application of any regulation or order issued under this section would result in undue hardship may apply to the Commission for an exemption from the application of such regulation or order, and, if such application for an exemption is denied, bring a civil action in the United States District Court for the district where such

records are kept. If the Commission or the court, as the case may be, finds that the application of the regulation or order to the employer, employment agency, or labor organization in question would impose an undue hardship, the Commission or the court, as the case may be, may grant appropriate relief. If any person required to comply with the provisions of this subsection fails or refuses to do so, the United States District Court for the district in which such person is found, resides, or transacts business, shall, upon application of the Commission, or the Attorney General in a case involving a government, governmental agency or political subdivision, have jurisdiction to issue to such person an order requiring him to comply.

TITLE 29, CHAPTER XIV CODE OF FEDERAL REGULATIONS

Subpart B—Employer Information Report

§1602.7 Requirement for filing of report.

On or before September 30 of each year, every employer that is subject to Title VII of the Civil Rights Act of 1964, as amended, and that has 100 or more employees, shall file with the Commission or its delegate executed copies of Standard Form 100, as revised (otherwise known as "Employer Information Report EEO-1"), in conformity with the directions set forth in the form and accompanying instructions. Notwithstanding the provisions of §1602.14, every such employer shall retain at all times at each reporting unit, or at company or divisional headquarters, a copy of the most recent report filed for each such unit and shall make the same available if requested by an officer, agent, or employee of the Commission under the authority of section 710(a) of Title VII. Appropriate copies of Standard Form 100 in blank will be supplied to every employer known to the Commission to be subject to the reporting requirements, but it is the responsibility of all such employers to obtain necessary supplies of the form from the Commission or its delegate prior to the filing date.

§1602.8 Penalty for making of willfully false statements on report.

The making of willfully false statements on Report EEO-1 is a violation of the United States Code, Title 18, section 1001, and is punishable by fine or imprisonment as set forth therein.

§1602.9 Commission's remedy for employer's failure to file report.

Any employer failing or refusing to file Report EEO-1 when required to do so may be compelled to file by order of a U.S. District Court, upon application of the Commission.

§1602.10 Employer's exemption from reporting requirements.

If an employer claims that the preparation or filing of the report would create undue hardship, the employer may apply to the Commission for an exemption from the requirements set forth in this part, according to instruction 5. If an employer is engaged in activities for which the reporting unit criteria

described in section 5 of the instructions are not readily adaptable, special reporting procedures may be required. If an employer seeks to change the date for filing its Standard Form 100 or seeks to change the period for which data are reported, an alternative reporting date or period may be permitted. In such instances, the employer should advise the Commission by submitting to the Commission or its delegate a specific written proposal for an alternative reporting system prior to the date on which the report is due.

§1602.11 Additional reporting requirements.

The Commission reserves the right to require reports, other than that designated as the Employer Information Report EEO-1, about the employment practices of individual employers or groups of employers whenever, in its judgment, special or supplemental reports are necessary to accomplish the purposes of Title VII or the ADA. Any system for the requirement of such reports will be established in accordance with the procedures referred to in section 709(c) of Title VII or section 107 of the ADA and as otherwise prescribed by law.

Subpart C—Record keeping by Employers

§1602.12 Records to be made or kept.

The Commission has not adopted any requirement generally applicable to employers, that records be made or kept. It reserves the right to impose record keeping requirements upon individual employers or groups of employers subject to its jurisdiction whenever, in its judgment, such records (a) are necessary for the effective operation of the EEO-1 reporting system or of any special or supplemental reporting system as described above; or (b) are further required to accomplish the purposes of Title VII or the ADA. Such record keeping requirements will be adopted in accordance with the procedures referred to in section 709(c) of Title VII, section 107 of the ADA, and as otherwise prescribed by law.

§1602.13 Records as to racial or ethnic identity of employees.

Employers may acquire the information necessary for completion of items 5 and 6 of Report EEO-1 either by visual survey of the workforce, or at the option, by the maintenance

of postemployment records as to the identity of employees where the same is permitted by State law. In the latter case, however, the Commission recommends the maintenance of a permanent record as to the racial or ethnic identity of an individual for purpose of completing the report form only where the employer keeps such records separately from the employee's basic personnel form or other records available to those responsible for personnel decisions, e.g., as part of an automatic data processing system in the payroll department.

§1602.14 Preservation of records made or kept.

Any personnel or employment record made or kept by an employer (including but not necessarily limited to requests for reasonable accommodation, application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) shall be preserved by the employer for a period of one year from the date of the making of the record or the personnel action involved, whichever occurs later. In the case of involuntary termination of an employee, the personnel records of the individual terminated shall be kept for a period of one year from the date of termination. Where a charge of discrimination has been filed, or an action brought by the Commission or the Attorney General, against an employer under Title VII or the ADA, the respondent employer shall preserve all personnel records relevant to the charge or the action until final disposition of the charge or the action. The term "personnel records relevant to the charge," for example, would include personnel or employment records relating to the aggrieved person and to all other employees holding positions similar to that held or sought by the aggrieved person and application forms or test papers completed by an unsuccessful applicant and by all other candidates for the same position as that for which the aggrieved person applied and was rejected. The date of *final disposition of the charge or the action* means the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated.

- Equal Employment
Opportunity Com-
mission
- Office of Federal
Contract Compli-
ance Programs (Labor)

EQUAL EMPLOYMENT OPPORTUNITY

EMPLOYER INFORMATION REPORT EEO-1

Section A—TYPE OF REPORT

Refer to instructions for number and types of reports to be filed.

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1) ☐ Single-establishment Employer Report

Multi-establishment Employer:

- (2) ☐ Consolidated Report (Required)
(3) ☐ Headquarters Unit Report (Required)
(4) ☐ Individual Establishment Report (submit one for each es-
tablishment with 50 or more employees)
(5) ☐ Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only) _____

Section B—COMPANY IDENTIFICATION (To be answered by all employers)

1. Parent Company

a. Name of parent company (owns or controls establishment in item 2) omit if same as label

Address (Number and street)

City or town

State

ZIP code

2. Establishment for which this report is filed. (Omit if same as label)

a. Name of establishment

Address (Number and street)

City or Town

County

State

ZIP code

b. Employer Identification No. (IRS 9-DIGIT TAX NUMBER)

c. Was an EEO-1 report filed for this establishment last year? ☐ Yes ☐ No

Section C—EMPLOYERS WHO ARE REQUIRED TO FILE (To be answered by all employers)

- ☐ Yes ☐ No 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?
- ☐ Yes ☐ No 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
- ☐ Yes ☐ No 3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?

If the response to question C-3 is yes, please enter your Dun and Bradstreet identification number (if you have one):

NOTE: If the answer is yes to questions 1, 2, or 3, complete the entire form, otherwise skip to Section G.

Section D—EMPLOYMENT DATA

Employment at this establishment—Report all permanent full-time and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

| JOB CATEGORIES | | NUMBER OF EMPLOYEES | | | | | | | | | | |
|----------------------------------------------------|----|------------------------------------------|-----------------------------------|-----------------------------------|----------|---------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------|---------------------------|-----------------------------------|
| | | OVERALL TOTALS (SUM OF COL. B THRU K) | MALE | | | | | FEMALE | | | | |
| | | | WHITE (NOT OF HISPANIC ORIGIN) | BLACK (NOT OF HISPANIC ORIGIN) | HISPANIC | ASIAN OR PACIFIC ISLANDER | AMERICAN INDIAN OR ALASKAN NATIVE | WHITE (NOT OF HISPANIC ORIGIN) | BLACK (NOT OF HISPANIC ORIGIN) | HISPANIC | ASIAN OR PACIFIC ISLANDER | AMERICAN INDIAN OR ALASKAN NATIVE |
| | | A | B | C | D | E | F | G | H | I | J | K |
| Officials and Managers | 1 | | | | | | | | | | | |
| Professionals | 2 | | | | | | | | | | | |
| Technicians | 3 | | | | | | | | | | | |
| Sales Workers | 4 | | | | | | | | | | | |
| Office and Clerical | 5 | | | | | | | | | | | |
| Craft Workers (Skilled) | 6 | | | | | | | | | | | |
| Operatives (Semi-Skilled) | 7 | | | | | | | | | | | |
| Laborers (Unskilled) | 8 | | | | | | | | | | | |
| Service Workers | 9 | | | | | | | | | | | |
| TOTAL | 10 | | | | | | | | | | | |
| Total employment reported in previous EEO-1 report | 11 | | | | | | | | | | | |

NOTE: Omit questions 1 and 2 on the Consolidated Report.

1. Date(s) of payroll period used:

2. Does this establishment employ apprentices?

1 ☐ Yes 2 ☐ No

Section E—ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

1. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

OFFICE
USE
ONLY

g.

Section F—REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

Section G—CERTIFICATION (See Instructions G)

Check one 1 ☐ All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
2 ☐ This report is accurate and was prepared in accordance with the instructions.

| | | | |
|-----------------------------------------------------------------|-----------------------------|-----------|----------------------------------------|
| Name of Certifying Official | Title | Signature | Date |
| Name of person to contact regarding this report (Type or print) | Address (Number and Street) | | |
| Title | City and State | ZIP Code | Telephone Number (Including Area Code) |
| | | Extension | |

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII.
WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001.

DBE PROCUREMENTS

Contract Title/Number: _____ For monthly period: _____ to: _____

Consultant: _____

| Business Enterprise | | | \$ Value of Procurement | Date of Award | Type of Product or Service (enter code)* | Name and Address of MB/WBE/LSAB Contractor or Vendor |
|---------------------|-------|------|----------------------------|---------------|------------------------------------------------|---------------------------------------------------------|
| Minority | Women | LSAB | | | | |
| | | | | | | |
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|-------------------------------------------------|----|----------------------------------------------------|--|
| Total \$ Value DBE Procurements this period: | \$ | Total \$ Value of all Procurements this period: | |
|-------------------------------------------------|----|----------------------------------------------------|--|

*Type of product or service codes:

- | | | | |
|------------------|------------------------------------|--------------------------|-----------|
| 1- Agriculture | 5- Transportation | 9- Services | 10. Other |
| 2- Mining | 6- Wholesale trade | a. Business services | |
| 3- Construction | 7- Retail trade | b. Professional services | |
| 4- Manufacturing | 8- Finance, Insurance, Real Estate | c. Repair services | |
| | | d. Personal services | |

DBE PROCUREMENTS

INSTRUCTIONS

A. Definitions

Procurement is the acquisition through order, purchase, lease, or barter of supplies, equipment, construction, or services needed to accomplish the Work.

B. Completing the form:

1. Check MBE, WBE, or LSAB (see 00120 for definitions).
2. Dollar value of the procurement means the dollar amount of all MBE/DBE procurement amounts awarded under this reporting period.
3. Date of award, shown as Month, Day, Year.
4. Using codes at the bottom of the form, identify type of product or service acquired through this procurement (e.g., enter 1 if agriculture, 2 if mining, etc.)
5. Name and address of MBE, WBE or LSAB firm.
6. Total dollar value of all DBE procurements this reporting period.
7. Total dollar value of all procurements (including DBE and non-DBE) this reporting period.